

San Diego Community College District

**ONBOARDING NEW HIRES**

Adjunct & NANCE

**Personal Profile Form**

**Campus/Division:**

1. Send the congratulatory email with attachments.
2. Next, complete the necessary new hire information below.
3. Use this information to initiate the Equifax New Hire Onboarding Packet.
4. Attach this form to the PAS sheet and include with all new hire materials when forwarding to HR.

**APPLICANT FULL NAME** [New hire should state name as it appears on Social Security Card.]

\_\_\_\_\_

(First Name)                      (Middle Name)                      (Last Name)                      (Suffix)

**SOCIAL SECURITY NUMBER** \_\_\_\_\_

[SS# stated by applicant. Employer does not need to see card unless applicant elects to use the Social Security Card as part of I-9 Form identification.]

**DATE of BIRTH** \_\_\_\_\_

(mm/dd/yyyy)

**EMAIL ADDRESS** \_\_\_\_\_

**VACCINATION CARD?** \_\_\_\_\_ 2<sup>nd</sup> Dose Date/Single Dose Date \_\_\_\_\_

**VACCINATION Booster Date** \_\_\_\_\_

**VACCINATION EXEMPTION REQUEST?** \_\_\_\_\_

[Exemption requests require HR Risk Management review prior to the employee start date]

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Print your name**                      / **phone ext.**                      **Department**                      **Date**